

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JULY 1, 2001 - JUNE 30, 2002**

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2002 JUL 22 AM 9:15

THOMAS J. EASTWICK
CHAIR OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: San Diego County Department of the Public Defender

Division/Unit: Central, East County, North County, South Bay, Kearny Mesa

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	22	Hours	3,360	X	\$16.05	=	\$53,928.00
----------	----	-------	-------	---	---------	---	-------------

Types of work performed by GENERAL VOLUNTEERS in this category:

Investigative interns assist investigative staff in witness interviews, case preparation,
and background checks. Paralegal interns assist in arraignments, research and writing,
and trial coordination. Clerical interns perform same duties as Institutional Volunteers.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	12	Hours	2,080	X	\$16.05	=	\$33,384.00
----------	----	-------	-------	---	---------	---	-------------

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Assist support staff in office related duties, including file maintenance, record keeping,
reception coverage, attorney requests, transmission of facsimiles and office mail.
Receive training and supervision in general office support skills.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
<u>Legal Interns</u>	<u>39150</u>		<u>\$21.06</u>		<u>\$824,499.00</u>
					<u>\$0.00</u>

No. Vol.	0	Total Hours	39150	Total Value	\$824,499.00
----------	---	-------------	-------	-------------	--------------

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Assist Deputy Public Defenders in representing indigent, including interviewing
customers, conducting preliminary hearings, preparing trial notebooks, appearing at
arraignments and bail reviews, completing research and writing, and conducting trials.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>22</u>	<u>3,360</u>	<u>\$53,928</u>
<u>12</u>	<u>2,080</u>	<u>\$33,384</u>
<u>237</u>	<u>39150</u>	<u>\$824,499</u>
TOTALS: 271	Total Hours 44590	Total Value \$911,811.00

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: American Bar Assoc. Foundation Value: \$2,000.00
 Item Donated: Public Interest Law Foundation Value: \$2,000.00
 Item Donated: Law School Fellowships Value: \$7,000.00
 Item Donated: Orientation/Continental Breakfasts Value: \$172.86

TOTAL VALUE = \$11,172.86

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours 1040 X Rate \$50.60 **\$52,624.00**

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours 1040 X Rate \$50.60 **\$52,624.00**

c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : <u>Training Materials and Supplies</u>	Cost: <u>\$1,090.00</u>
Item : <u>Recruitment/Travel</u>	Cost: <u>\$1,410.00</u>
Item : <u>Mailing</u>	Cost: <u>\$400.00</u>

TOTAL OF OTHER PROGRAM COSTS =

\$2,900.00

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

\$108,148.00

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d	\$911,811.00
b. Total of Donations to Volunteer Program, Item 3	\$11,172.86
c. Subtract Total of program Costs, Item 4d	\$108,148.00

TOTAL PROGRAM BENEFIT:

\$814,835.86

6. **RECRUITING:**

Please describe your recruiting programs:

Recruitment involves four primary phases: 1. Visiting law schools, universities,

community colleges and paralegal schools; 2. Staffing of table at job fairs;

3. Mailings to schools, volunteer groups, and community organizations; and

4. Conducting On-Campus Interviews during recruitment seasons at schools.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

The American Bar Association awarded a volunteer \$2000 to complete Homeless Court

manual; Public Interest Law Foundation awarded two volunteers \$1000 to complete

legal work for specialized client needs, including AIDS patients; National Black Law

Student Association awarded our department special recognition for outreach efforts.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2001-02:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue to honor and recognize outstanding volunteers, especially those who track

over 250 volunteer hours; Increase the total grants awarded to volunteers for work

performed in the Department; Continue to organize (in conjunction with San Diego

County Bar Association) Second Annual job fair for underrepresented law students.

9. **GENERAL INFORMATION:**

Name of person completing report:

Richard Castellanos

Phone: (619)338-4835

Mail Stop: C-277

E-Mail:

richard.castellanos @
sdcounty .ca.gov

Volunteer Coordinator:

Richard Castellanos, Deputy Public Defender III

Phone: (619)338-4835

Mail Stop: C-277

E-Mail:

richard.castellanos
sdcounty .ca.gov

10. **DEPARTMENT CERTIFICATION:**



DEPARTMENT HEAD SIGNATURE

7-19-02

DATE